



Navy Directives

Overview

Presented By:
DNS-15



INTRODUCTION



Directives Authorities

- 5 U.S.C. 552 (Freedom of Information Act)
- OMB Directive M-10-06 (Open Government Directive)
- 44 U.S.C. Chapter 35 (Paperwork Reduction)
- 32 CFR Chapter VI, Subchapter § 700.106 (Control of administrative requirements)
- OMB Circular A-130 (Federal Policy on Information Resources)
- DoD Instruction 5025.1 (DoD Directives Program)
- SECNAVINST 5215.1D (SECNAV Directives Program)
- OPNAVINST 5215.17 (OPNAV Directives Program)

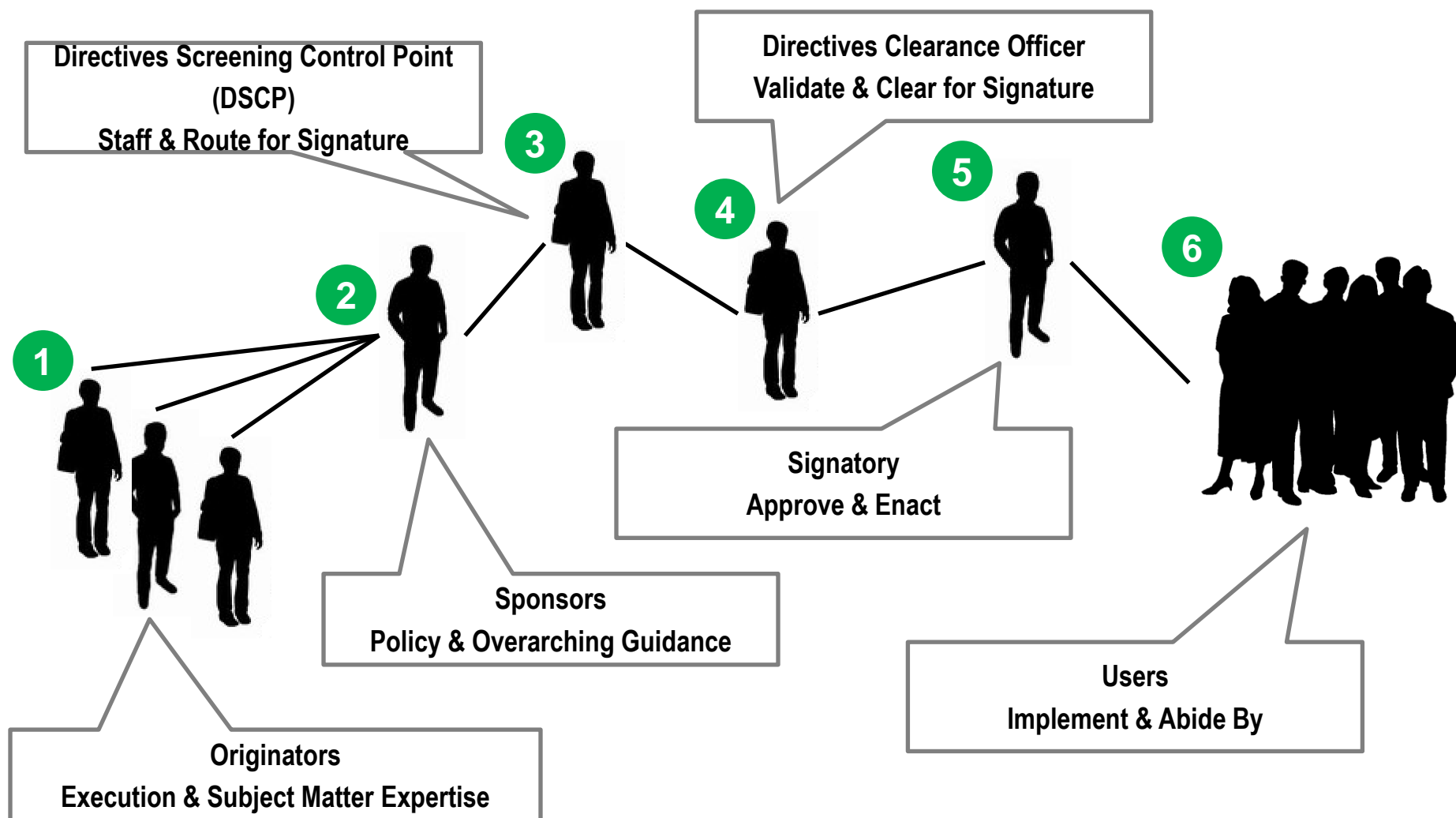


What is a Directive?

- "Directive" is a general term for an instruction, a notice or a change transmittal
- The Navy's most formal style of communication
- Written guidance that informs and instructs Navy personnel
- Per OPNAVINST 5215.17, a directive prescribes or establishes policy, organization, conduct, methods, or procedures
- "Directive" requires action or sets forth information essential to the effective administration or operation of activities concerned
- Actions called for within directives are usually mandatory



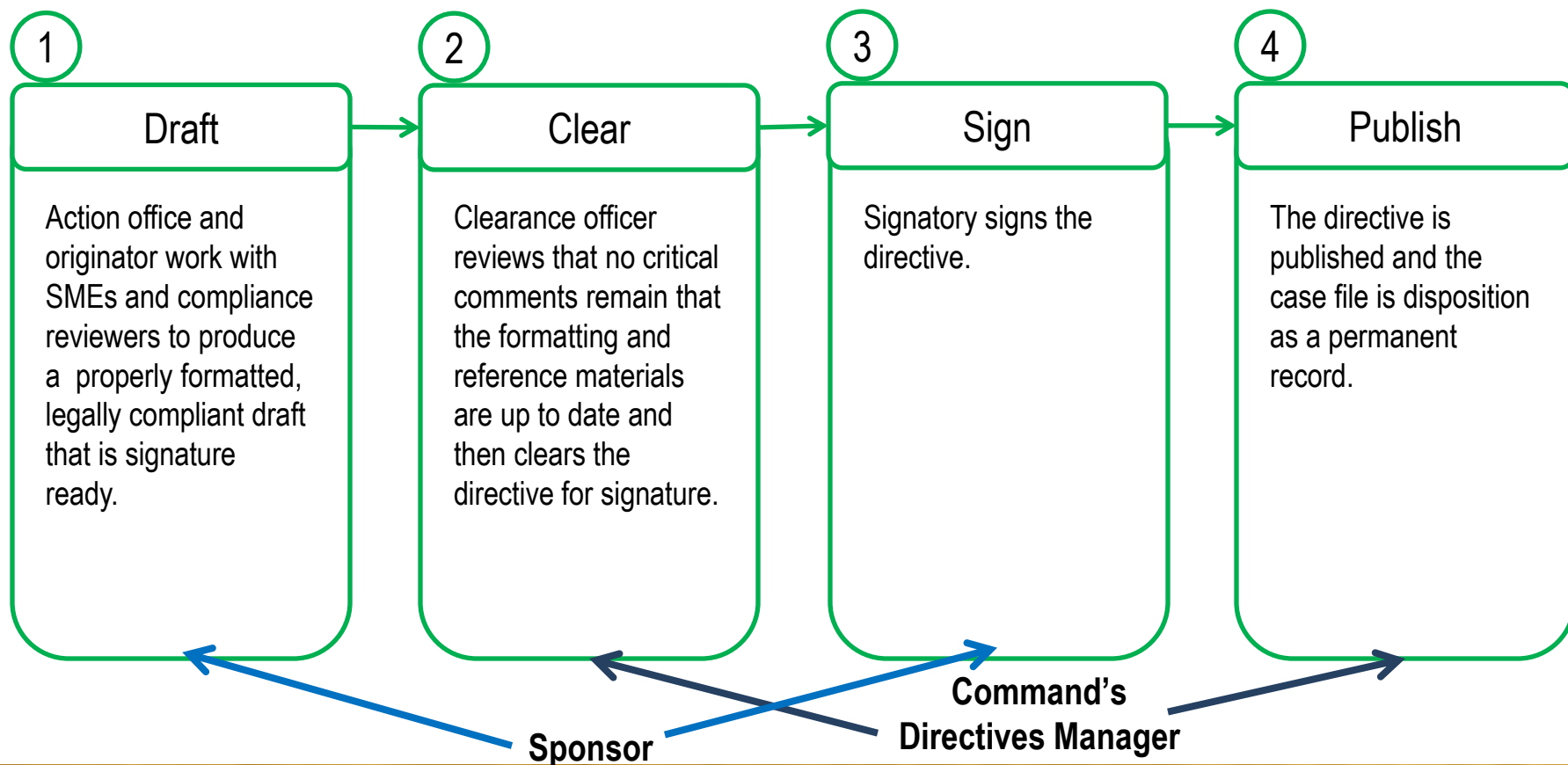
Directives Communities





“Bare Bones” Directives Clearance Process

- Due to incomplete work many directives are pushed back to step 1 after reaching steps 2 & 3
- Other directives are pushed back at step 4 because the sponsor skipped step 2





Originators/Sponsors - Roles & Responsibilities

- Draft the directive
- Determine the standard subject identification code (SSIC)
- Involve appropriate subject matter experts (SME) and stakeholders for reviews
- Regardless of how a directive is cited, it is the responsibility of the originator/sponsor to ascertain the present status of a directive
- Assemble the directives package (initial draft directive, draft action memo, and draft coordination page)
- The originator of a directive has the primary responsibility for determining to whom it is applicable
- Monitor the directive's progress
- Resolve issues



SMEs/Stakeholders – Roles and Responsibilities

- Ascertain technical accuracy
- Verify organization codes
- Verify responsibilities and actions
- Ascertain whether the directive clearly performs its purpose
- Put any objections in writing
- Provide concurrence to the originator or sponsor



DSCP - Roles & Responsibilities

- Coordinates reviews of proposed directives
- Certifies that they comply with OPNAVINST 5215.17/command's directive on directives program/etc. prior to the directives manager review
- Ensures the level of signature is correct
- Routes final drafts of directives to command or activity's directives manager by ensuring that contains chop, comments and concurrence between all SMEs, stake holders, legal and other compliance reviewers
- Assists originators in the periodic review of directives
- Maintains the original directive and all background and supporting material in case files



Clearance Officer - Roles & Responsibilities

1) Ensures Directives

- Meet criteria for commander/commanding officer level issuance
- Have received proper adjudication
- Abide by the required appropriate format
- Are not duplicative of higher authority issuances
- Do not establish unwarranted administrative burden
- Complete a quality assurance review
- Are cleared for signature by the appropriate clearance office
- Packages are routed to the issuing authority to obtain signature

2) Publishes & Dispositions Directives

- Maintains case history files
- Publishes active directives to appropriate Web sites
- Accessions cancelled case file to NARA, as applicable

3) Facilitates directives revisions, consolidations and cancellations



Signatory - Roles & Responsibilities

- Processes directives packages for signature
- Dates every page of the directive following signature
- Provides the directives package to the directives office:
 - Signed Directive (hard copy original and electronic)
 - Signed Action Memo
 - Coordination page
 - Any other relevant information, documents or materials



CRITERIA



Instructions

- Regulates or is essential to effective administration
- Establishes or revises policy
- Delegates authority or assigns responsibility
- Establishes or changes the organizational structure
- Assigns a mission, function, or task
- Initiates or governs a course action or conduct
- Establishes a procedure, technique, standard, guide, or method of performing a duty, function, or operation
- Establishes a form or a reporting requirement
- Changes, supersedes, or cancels other directives



Notices

- Information of one-time or brief nature
- Remains in effect for usually 6 months, but no more than 1 year
- Has a self-canceling provision
- Has the same force and effect as an instruction
- Can contain requests for comments, approval, or information
- Can be routine actions
- Can be informative announcements such as change of command, education or promotion opportunities, recreational activities, work improvement plans, suggestions for morale building, or changes in office locations or telephone numbers
- For issuance of short-term policies, forms, and reporting requirements



Change Transmittals

- For minor changes which affect 25 percent or less of the pages of the current basic directive
- Describes the nature of the change
- Provides direction for making the change
- For interim changes via a message (for urgent changes only), official change transmittal (or revision) must follow within 90 days of message



FORMATTING, STANDARDS AND PRACTICES



Times New
Roman 8

Times New
Roman 10

Header - 0.5 inch

Header - 1
inch



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

(Ensure that the "Show All" button (¶) is on from the Standard Toolbar in order to view the format properly)

OPNAVINST SSIC.XX
Sponsor Code
DD Mmm-YYYY
(leave date blank; add if once signed)

OPNAV INSTRUCTION SSIC.XX (Refer to SECNAVINST 5215.1D and OPNAVINST 5215.17 for the DON Directives Issuance System policies, procedures, and responsibilities. The SSIC number should reflect the most important subject covered in the instruction--refer to SECNAV M 5210.2.)

From: Chief of Naval Operations

Subj: TITLE OF INSTRUCTION IN ALL CAPS (DO NOT USE ACRONYMS IN SUBJECT LINE)

Ref: (a) Any applicable references are inserted here
(b) References must be current and listed alphabetically
In order as they are cited in the text
(c) Keep references to a minimum

Encl: (1) All enclosures must be identified here exactly as the title appears on the actual enclosure
(2) They must be listed numerically as they appear in the text
(3) All enclosures must be legible and reproducible

1. Purpose

a. The first paragraph of an instruction must state the purpose of the instruction, which tells why the instruction is being issued. It is used to indicate the issuance of policies, guidelines, procedures, and responsibilities.

b. The first portion of the purpose paragraph of a revised instruction states the purpose of the series, and not of the particular revision. Where practicable, provide a separate paragraph, or a subparagraph, summarizing the change(s) which made the revision. Only major changes to policy, procedures, responsibility assignments, reporting requirements, and like matters of substance are to be summarized. Changes made to improve readability, update background information, and the like, which do not affect the substance of the instruction, need not be summarized.

Section Break (Next Page)

General Page
Margins - 1 inch
top, bottom, left
and right

Font - Courier
New 12

Header

2 spaces after a
period

Footer

Footer - 0.5
inch

Page 1 not
numbered

Footer - 0.5
inch

3-Sep-14

Navy Directives Overview

17



Directives Formatting

Ensure the “show all”  icon is on all times (“Home” tab of MS Word 2010)

Margins and Layout

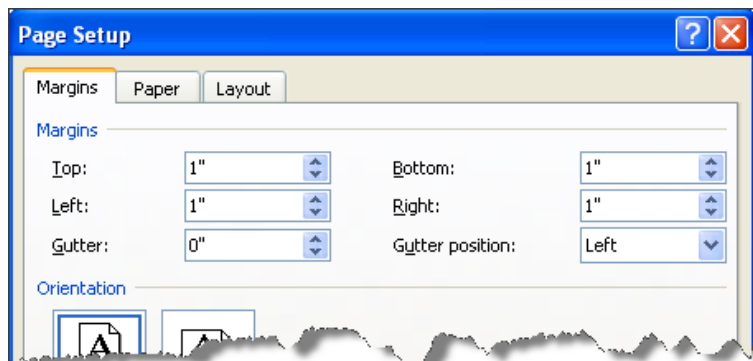
- General page margins: top, bottom, left and right: 1 inch
- Header/footer margins: 1 inch; footer margin: 0.5 inch. The only exception is the first page of the directive for the e-letterhead: header margin is 0.5 inch
- The letterhead is per SECNAV M-5216.5, appendix C) – font is Times New Roman and text is centered. “DEPARTMENT OF THE NAVY” is 10 font size; the address is in 8 font size
- Font: Courier New; font size: 12
- Paragraph (Indents and Spacing): General - Alignment is “Left”; Outline level is “Body Text”; Indentation - Left is “0 inch”; Right is “0 inch”; Special is “None”; Spacing - Before is “font 0”; After is “font 0”; “Line spacing is “Single”
- Page numbering: every page is numbered with the exception of all pages 1, including in enclosures and attachments



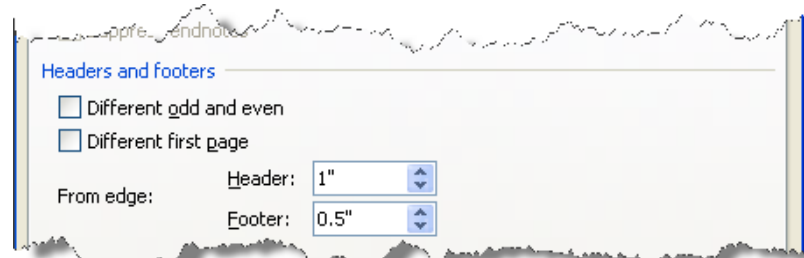
Directives Formatting

Setting Margins in Microsoft Word 2010

- On the Page Layout ribbon, open the Page Setup dialog box. Change the general margins settings on the Margins tab.



- Header and footer margin on the Layout tab.





Directives Formatting

Setting Paragraph in Microsoft Word 2010

- On the Paragraph Layout ribbon, open the Paragraph dialog box. Change the settings on the Indents and Spacing tab.

The screenshot shows the Paragraph dialog box with the 'Indents and Spacing' tab selected. The 'General' section shows 'Alignment' set to 'Left' and 'Outline level' set to 'Body Text'. The 'Indentation' section shows 'Left' and 'Right' indents both set to '0"'. The 'Special' dropdown is set to '(none)'. The 'Mirror indents' checkbox is unchecked. The 'Spacing' section shows 'Before' and 'After' spacing both set to '0 pt'. The 'Line spacing' dropdown is set to 'Single'. The 'Don't add space between paragraphs of the same style' checkbox is unchecked. The 'Preview' section shows a preview of the paragraph formatting. At the bottom, there are buttons for 'Tabs...', 'Set As Default', 'OK', and 'Cancel'.



Directives Formatting

Spacing

- 2 spaces after period (".")
- 2 spaces after colon (":")
- 1 space after a coma (",")
- 1 space after a semi-colon (";")
- 1 space after right, end parentheses (")")
- 1 blank line between paragraphs



OPNAV Unclassified Instruction Template



DEPARTMENT OF THE NAVY
OFFICE OF NAVAL OPERATIONS
WASHINGTON, DC 20350

For example:
CNIC/N4

SSIC and point
number

Alpha version,
when applicable.

The date directive is
signed (DD Mmm
YYYY)

Subject Block
ALL CAPS
No acronyms; try
to keep with 10
words or less

All enclosures
must be listed
here in the
order in which
they are cited
in the directive
cover letter.
Enclosure titles
here must
exactly reflect
the actual titles
of the
enclosures

Identifications

References

Enclosures

Required Paragraph

Required Paragraph

Optional Paragraph

OPNAVINST SSIC.XX¶
DD MMM YYYY ¶
(leave blank; add
once signed)¶

2. Cancellation. The second paragraph shall contain the statement(s) of cancellation or supersession when the instruction cancels/supersedes another directive(s) or other document(s), where applicable. When the instruction cancels another directive or document which requires a report or form, the report symbol of the cancelled report and the form number of the cancelled form must be indicated in the cancellation.¶

3. Action (or Responsibilities). All titles/groups/organizations having action or responsibility are identified in this paragraph. There shall be a "Responsibilities" paragraph in the same instruction. The highest order of responsibility is usually listed first.¶

a. The only authorized font for Navy directives is Courier New, 12 pitch. The following is the correct formatting for subparagraphs. In an instruction, 2 spaces ALWAYS follow a period, ",", and a colon, ":", and 1 space ALWAYS follows end parenthesis, ")", and a semi-colon, ";". Never have a paragraph "1" unless there is a paragraph "2" and never have a subparagraph "a" unless there is also a subparagraph "b".¶

b. Sub-paragraph 2¶

(1) Sub-paragraph 1¶

(2) Sub-paragraph 2¶

(a) Sub-paragraph 1¶

(b) Sub-paragraph 2¶

1. Sub-paragraph 1¶

2. Sub-paragraph 2¶

a. Sub-paragraph 1¶

b. Sub-paragraph 2¶

(1) Sub-paragraph 1¶

2¶

References must be current and listed here in the order in which they are cited in the directive cover letter



OPNAV Unclassified Instruction Template – Cont.

→ → OPNAVINST SSIC.XX

→ DD MMM.YYYY

→ (leave blank; add

→ once signed)

¶

¶ (2) Sub-paragraph 2¶

¶ (a) Sub-paragraph 1¶

¶ (b) Sub-paragraph 2¶

¶

4. Records Management. This paragraph is a new CNO requirement, and will indicate the following: "Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012."

¶

5. Forms and Reports. When an instruction requires a report or the use of a form, the report symbol, form number, and title of the report or form shall be identified in the last paragraph. Also state where the forms may be obtained and how information should be submitted.

¶

¶

Signature Block

SIGNATURE BLOCK

(Name in all CAPS with first initial, middle initial and last name)

Distribution:

Electronic only, via Department of the Navy Issuances Web site

<http://doni.documentservices.dla.mil/>

Distribution Block

→ 3

3 blank lines
(4 returns)
from the
body of the
text

Required Paragraph

Required Paragraph

Authority -
Name in ALL
CAPS

One blank
line from
signature
block

Position titles
not in all
caps.



Directives Standards and Practices

Body

Identification

- SSIC - refer to the DON SSIC Manual (SECNAV M-5210.2) for codes and descriptions
- Organization code for the originator and/or sponsor
- Final date should reflect the date the directive is signed (DD Mmm YYYY)
- Consecutive point numbers for new instructions are assigned by the command's/activity's directives manager
- For revisions or reissuances, use the next available alpha version. Do NOT use "O" and "I"

Subject Block

- Written in ALL CAPS
- Be descriptive but concise (try to use 10 words or less)
- No acronyms



Directives Standards and Practices

References

- Must be current and listed alphabetically in the order in which they are cited individually within the text of the directives cover letter
- Cannot contain draft or cancelled documents (or soon-to-be cancelled documents, if known)
- Each reference must be cited within the text of the directives cover letter and in the order they are listed in the reference section
- Per SECNAV M-5216.5, use only documents as references that have a direct bearing on the subject of the directive
- When not easily accessible, or not distributed to all addressees, indicate “(NOTAL)” for 'Not to All'
- “Series,” “latest edition,” etc. are not allowed when identifying references; must cite the current version
- Refer to SECNAV M-5216.5, chapter 7, paragraph 9b (subparagraphs 1 through 18) from page 7-6 to 7-10 for correct citations



Directives Standards and Practices

Enclosures

- All enclosures must be identified in the enclosure section exactly as the title appears on the actual enclosure
- Sentence case, not all capitals, in the enclosure section. However, the titles of enclosures in the actual enclosures should be all caps and underlined.
- Must be listed numerically as they are cited within the text of the directive cover letter
- All the enclosures must be legible and reproducible (this includes all graphs, charts, tables)
- Per SECNAV M-5216.5, enclosing an existing document as an enclosure is not allowed



Directives Standards and Practices

Required Paragraphs

- Purpose (always the first paragraph) - Must state the purpose of the directive which tells why the directive is being issued. It indicates the issuance of policies, guidelines and responsibilities. State the purpose of the series, not of the particular revision.
 - ☐ Per OPNAV 5215.17, for a revised directive, provide a summary of changes. Only major changes to policy, procedures, responsibility assignments, reporting requirements, and like matters of substance are to be summarized. In addition, place in the "purpose" paragraph the following: "This instruction is a complete revision and should be reviewed in its entirety."
- Cancellation (always the second paragraph, WHEN APPLICABLE) - Contains the statement of the cancellation or supersession when the directive cancels or supersedes another directive or document.
- Records Management - This is a CNO requirement which will be reflected in the revised OPNAVINST 5215.17A
- Forms and/or Reports Control, where applicable (always the last paragraph) - is used when the directive mandates a report requirement/information collection and/or the use of a form(s). The report control symbol, report title and/or form number(s), form title(s) and where the form(s) may be accessed shall be identified in this paragraph.



Directives Standards and Practices

Optional Paragraphs

- Scope and Applicability (Recommended)
- Background
- Discussion
- Policy
- Procedures
- Responsibilities and/or Action
 - Action is required for all change transmittals (provide direction for making change(s))
 - Identifies all titles, groups, and or organizations having action or responsibility
 - Highest responsible authority is listed first
 - Be clear about required actions to be taken and when



Directives Standards and Practices

Outline (per SECNAV M-5216.5, figure 7-8)

For every sub paragraph section that is added, increase by four additional spaces and start typing on the fifth ('x' represent spaces):

- 1.xxParagraph 1
- 2.xxParagraph 2
- xxxxa.xxSub-paragraph 1 [**4 spaces**]
- xxxxb.xxSub-paragraph 2
- xxxxxxxx(1)xSub-paragraph 1 [**8 spaces**]
- xxxxxxxx(2)xSub-paragraph 2
- xxxxxxxxxxxxx(a)xSub-paragraph 1 [**12 spaces**]
- xxxxxxxxxxxxxxxxxxxxx1.xxSub-paragraph 1 [**16 spaces**]
- xxxxxxxxxxxxxxxxxxxxxa.xxSub-paragraph 1 [**20 spaces**]
- Never have a subparagraph “a” unless there is, at a minimum, also a subparagraph “b”
- Due to the Courier New mono space font, never use Tab button or Numbering function; use spacebar only for spacing
- Where possible, ensure the beginning of each page and the bottom of each page contains TWO full lines of text, especially when splitting a paragraph



Directives Standards and Practices

Signature Block

- There are three blank lines between the end of the body text and the signature block
- The signature authority's name must be in ALL CAPS
- If any position titles, they are NOT in all caps
- Per SECNAV M-5216.5, do not use military titles

Distribution Block

- There is only one blank line between the signature block and the distribution block. Example distribution blocks, as follows:

For unclassified OPNAV directives:

Distribution:

Electronic only, via Department of the Navy Issuances Web site

<http://doni.documentservices.dla.mil>

For classified OPNAV directives:

Distribution:

Electronic only, via Department of the Navy Classified Issuances Web site

<http://hqweb.cno.navy.smil.mil/donci>



Directives Standards and Practices

Identification Number For A Directive

- Directives are associated with SSIC
- SSIC needs to reflect the most important subject covered in the directive. Should reflect the directive's purpose and general significance, not functional responsibilities
- Ultimately, the originator of the directive determines the appropriate SSIC per SECNAV M-5210.2



Directives Standards and Practices

Point Number For A New Instruction

- The point number is assigned in numerical sequence availability by the Navy command or activity directives control point
 - For example, for SSIC 5215 the last consecutive number used for an OPNAV instruction is 17, therefore the next available number is 18, which will be used for the next new OPNAV 5215 instruction
- For record purposes, consecutive numbers can never be reused, even if previously cancelled.



Directives Standards and Practices

Acronyms

- Per the Writing Style Guide for DoD Issuances, consider not using acronyms if only cited a few times
- Never used in the subject of directives
- Acronyms are only defined once (exception: can be defined again in sections/chapters of a large directives, like manual-type instructions)
- If not used more than once, do not use the acronym
- First use is fully defined followed by the appropriate acronym in parentheses:
 - For example: "subject matter expert (SME)"
- Do not capitalize the term/definition of an acronym if not normally capitalized
 - ISIC – immediate superior in charge
 - COLA – cost of living adjustment



Directives Standards and Practices

Acronyms (cont.)

- Do not make acronyms plural; for example, “commanding officers (CO)”
- For abbreviations for commands, use the SNDL PLA long title abbreviations
 - For example, for Commander, Naval Air Forces, use “COMNAVAIRFOR,” not “CNAF”

The Navy acronym official sources are:

- Department of Defense Dictionary of Military and Associated Terms JP 1-02 (http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf)
- Navy Doctrine Library System (NDLS) (<https://ndls.nwdc.navy.mil/Terminology.aspx>) - CAC enabled – “Terminology” tab. Contains the Navy Supplement to the JP 1-02 (NTRP 1-02) and the Marine Corps Supplement to the JP 1-02 (MCRP 5-12C)



Directives Standards and Practices

Wording

- Do not use virgules (“/”) when they can be replaced with “**and**” or “**or**”
- Like acronyms, identify official titles/names of all organization codes at first citation (even if used only once).
- Ensure capitalization is correct – refer to the U.S. Government Printing Office (GPO) Style Manual, (<http://www.gpo.gov/fdsys/granule/GPO-STYLEMANUAL-2008/GPO-STYLEMANUAL-2008-5>) the Navy Style Guide (http://www.navy.mil/submit/view_styleguide.asp?sort=A), and JP 1-02/NTRP 1-02/MCRP 5-12C
- Replace “in accordance with” with “per,” “by,” “following” or “under”
- Replace “promulgate” with “issue” or “publish”



Directives Standards and Practices

Wording (Cont.)

- Measurements and time are not spelled out – use figures (e.g., 2 feet by 1 foot 8 inches, 3 days) (per the GPO)
- Be aware when using verb modifiers:
 - Shall** - The action is mandatory
 - Should** - The action is required unless justifiable reason exists for not taking action
 - Will** - Do not use in place of “shall.” Applies only to a statement of future condition; does not connote obligation
 - May** - Action is optional
- For OPNAV, dates of directives must be in 4-digit year (i.e., YYYY). HIGHLY encourage other commands follow suit



SCENARIOS



Scenario 1

Scenario 1

g. All commands, activities and units shall provide their Immediate Superior in Command (ISIC) with the Navy Tempo (NAVTEMPO) Program data per local policies.

(1) Commanders must use existing technology to determine if units will break NAVTEMPO limits until a subsequent IT management system is developed that tracks operating tempo (OPTEMPO) and personnel tempo (PERSTEMPO) automatically.

i. Deputy Chief of Naval Operations (Integration of Capabilities and Resources) (CNO (N8)) shall use NAVTEMPO to inform force structure development and POM processes.



Scenario 1 (Cont.)

Scenario 1 Corrected

g. All commands, activities and units shall provide their **immediate superior in command** (ISIC) with the Navy Tempo (NAVTEMPO) Program data per local policies.

h. Commanders must use existing technology to determine if units will break NAVTEMPO limits until a subsequent **information technology (IT)** management system is developed that tracks operating tempo (OPTEMPO) and personnel tempo (PERSTEMPO) automatically.

i. Deputy Chief of Naval Operations (Integration of Capabilities and Resources) (CNO (N8)) shall use NAVTEMPO to inform force structure development and **program objective memorandum** (POM) processes.



Scenario 2

Scenario 2

3. Scope

a. The provisions of this instruction are applicable to all Navy commands and units. Due to unique missions or operating cycles, some units may be unable to meet the CNO's Operating Tempo (OPTEMPO) Program limits. However, commanders of all units are required to meet reporting requirements and force providers shall endeavor to meet program guidelines. Furthermore, all units are governed by Secretary of Defense (SECDEF) personnel tempo (PERSTEMPO) guidance as per reference (d) and (e). All units shall be tracked at the basic deployable unit level. Specific examples of OPTEMPO Program units are:

(1) OPTEMPO of units with rotational crews (fleet ballistic-missile submarine, nuclear; guided-missile submarine, nuclear; littoral combat ship, etc.) shall be tracked at the individual crew level.

(2) OPTEMPO of units that operationally deploy as detachments shall be tracked at the detachment level.

4. Definitions. Standard definitions of terms are provided in enclosure (1).



Scenario 2 (Cont.)

Scenario 2 Corrected

3. Scope. The provisions of this instruction are applicable to all Navy commands and units. Due to unique missions or operating cycles, some units may be unable to meet the **Chief of Naval Operations (CNO)'s** Operating Tempo (OPTEMPO) Program limits. However, commanders of all units are required to meet reporting requirements and force providers shall endeavor to meet program guidelines. Furthermore, all units are governed by Secretary of Defense (**SecDef**) personnel tempo (PERSTEMPO) guidance as per **references** (d) and (e). All units shall be tracked at the basic deployable unit level. Specific examples of OPTEMPO Program units are:

a. OPTEMPO of units with rotational crews (fleet ballistic-missile submarine, nuclear; guided-missile submarine, nuclear; littoral combat ship, etc.) shall be tracked at the individual crew level.

b. OPTEMPO of units that operationally deploy as detachments shall be tracked at the detachment level.

4. Definitions. Standard definitions of terms are provided in enclosure (1).



QUESTIONS & ANSWERS



Directives References/Resources

- U.S. Government Printing Office (GPO) Style Manual, (<http://www.gpo.gov/fdsys/granule/GPO-STYLEMANUAL-2008/GPO-STYLEMANUAL-2008-5>) : *capitalization, spelling, punctuation, use of numerals, signs and symbols, format of phone numbers*
- Department of Defense Dictionary of Military and Associated Terms, JP 1-02 (http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf): *acronyms, definition of acronyms and capitalization*
- SECNAV Manual 5216.5, Department of the Navy Correspondence Manual (<http://doni.documentservices.dla.mil/SECNAV%20Manuals1/5216.5.pdf>): *acronym usage, font, format/outline, citation of references, enclosures*
- Navy Doctrine Library System (NDLS) (<https://ndls.nwdc.navy.mil/Terminology.aspx>) - CAC enabled – “Terminology” tab. Contains the Navy Supplement to the JP 1-02 (NTRP 1-02) and the Marine Corps Supplement to the JP 1-02 (MCRP 5-12C): *acronyms, definition of acronyms and capitalization*
- Writing Style Guide and Preferred Usage for DoD Issuances (http://www.dtic.mil/whs/directives/corres/writing/Writing_Style_Guide.pdf): *acronyms/abbreviations, definitions, terminology, wording*
- U.S. Navy Style Guide (http://www.navy.mil/submit/view_styleguide.asp?sort=A): *capitalization, acronyms, spelling, terminology, wording*



Directives References/Resources (Cont.)

- CJCS Directives Electronic Library (http://www.dtic.mil/cjcs_directives/): repository of all CJCS issuances
- DoD Issuances Web site (<http://www.dtic.mil/whs/directives/index.html>): repository of all DoD issuances
- Department of the Navy Classified Issuances Web site (<http://hqweb.cno.navy.smil.mil/donci>): repository of all SECNAV and OPNAV classified, FOUO, and NOFORN directives
- Department of the Navy Issuances Web site (<http://doni.documentservices.dla.mil>): repository of all unclassified SECNAV and OPNAV Directives; SNDL under the “SNDL” tab; “HOW TO” tab contains templates and directives FAQs; “LINKS” tab provides Web site to lower echelon Navy commands/activities issuances’ Web sites and other information, including the NDLS
- DoD Forms Management Program Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>): repository of all DoD forms
- Naval Forms Online (<https://navalforms.documentservices.dla.mil/web/public/home>): repository of all Navy forms
- ALNAVs and NAVADMINs (<http://www.public.navy.mil/bupers-npc/reference/Messages/Pages/default.aspx>): repository of ALNAVs and NAVADMINs



Directives References/Resources (Cont.)

- DoD Instruction 5025.1, DoD Directives Program
(<http://www.dtic.mil/whs/directives/corres/pdf/502501p.pdf>)
- SECNAVINST 5215.1D, SECNAV Directives Program
(<http://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5215.1D.pdf>)
- OPNAVINST 5215.17, OPNAV Directives Program
(<http://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5215.17.pdf>)
- Standard Navy Distribution List (SNDL), OPNAVINST 5400.45
(<http://doni.documentservices.dla.mil/sndl.aspx>)



Contacts

Abby Coppinger

DNS-15 CTR Directives Team Lead

- Chief of Naval Operations Staff (DNS-15)
2000 Navy Pentagon, Room 4E569
Washington, DC 20350-2000
- Phone: 703-614-7579
- DSN: 312-224-7579
- abigail.coppinger.ctr@navy.mil

Armin Zotaj

DNS-15 CTR Directives Team Assistant

- Chief of Naval Operations Staff (DNS-15)
2000 Navy Pentagon, Room 4E569
Washington, DC 20350-2000
- Phone: 703-614-7581
- DSN: 312-224-7581
- armin.zotaj.ctr@navy.mil

Mary Beth Bowen

Navy Directives Manager

- Chief of Naval Operations Staff (DNS-15)
2000 Navy Pentagon, Room 4E569
Washington, DC 20350-2000
- Phone: 703-614-7582
- DSN: 312-224-7582
- marybeth.bowen@navy.mil